



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, July 13, 2010 at 1:00 p.m.
PLACE:	861 Silver Lake Blvd, Dover, Delaware Conference Room B second floor of the Cannon Bldg.
MINUTES APPROVED:	APPROVED 9/14/10

MEMBERS PRESENT

Terri White, Professional Member
Hope Squier, Healthcare (Public) Member
Frances Wimbush, Healthcare (Public) Member, Secretary
William Daisey, Public Member
Maria Simoes, Public Member
Carolyn Cotter, Public Member, Vice-President (entered meeting at 1:10 p.m.)
Timothy Ballas, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Michele Urbaniak, Administrative Specialist II

MEMBERS ABSENT

Jerrold Spilecki, Professional Member, President

PUBLIC PRESENT

None

CALL TO ORDER

Ms. White called the meeting to order at 1:07 p.m. Ms. White made a motion to amend the agenda to review the application of Robert Louis Supper under item 4.1.3. The motion was seconded by Hope Squier and unanimously approved.

REVIEW OF MINUTES

The Board reviewed the minutes of the May 11, 2010 meeting. Ms. Wimbush made a motion, seconded by Ms. Simoes, to approve the minutes as presented. The motion was unanimously approved.

Ms. Urbaniak advised the Board that after a recent internal audit of meeting minutes, the Division identified missing minutes for three NHA meetings, including August 11, 2009, June 9, 2009, and May 9, 2006.

The Board reviewed the audited minutes of the August 11, 2009 Rules & Regulations Committee Meeting. Ms. Squier made a motion, seconded by Mr. Daisey, to approve the minutes as presented. The motion was unanimously approved.

The Board reviewed the audited minutes of the June 9, 2009 Rules & Regulations Committee Meeting. Ms. Wimbush made a motion, seconded by Mr. Ballas, to approve the minutes as presented. The motion was unanimously approved.

The Board reviewed the audited minutes of the May 9, 2006 Board Meeting. Ms. Cotter made a motion, seconded by Mr. Daisey, to accept the minutes as presented. The motion was unanimously approved.

UNFINISHED BUSINESS

Strategic Plan

Ms. Cotter made a motion, seconded by Mr. Ballas, to table the Strategic Plan until the September Board meeting when Mr. Spilecki would be present. The motion was unanimously approved.

Discussion on Updating Current AIT Program – New Form

Mr. Spilecki is still working on the new AIT form. Once he submits the form to Ms. Urbaniak, she can forward it to DPR's System Administrator for formatting as a fillable PDF, if possible. Ms. White will contact Mr. Spilecki regarding the form. Ms. Wimbush volunteered to complete the form on Mr. Spilecki's behalf if he needs any assistance.

Rules and Regulations Discussion

Ms. Davis-Oliva provided copies of the draft revisions from September 15, 2009. Ms. White made a motion to table the Rules and Regulations discussion until the next Board meeting so that Board members would have an opportunity to study the draft revisions presented by Ms. Davis-Oliva. Ms. Wimbush seconded the motion and it was unanimously approved.

NEW BUSINESS

REVIEW OF APPLICATIONS FOR NURSING HOME ADMINISTRATORS BY RECIPROCITY

Martin A. Melson: Ms. White reviewed the application and made a motion, seconded by Ms. Squier, to approve the application. The vote was unanimously approved.

Sister Jeanne Ries: Ms. White reviewed the application and made a motion, seconded by Mr. Daisey, to approve the application. The vote was unanimously approved.

Robert Louis Supper: Ms. White reviewed the application and made a motion, seconded by Ms. Squier, to approve the application contingent on receipt of a satisfactory criminal background report. The vote was unanimously approved.

REVIEW OF AIT PROGRESS REPORT

Tina S. Larose: Ms. White and Mr. Ballas reviewed Ms. Larose's quarterly progress report. Ms. Urbaniak advised that Ms. Larose still has not paid for the NAB. Ms. Urbaniak also reported that after receiving and reviewing Ms. Larose's report, she spoke with Ms. Larose on the phone to clarify that she needed to complete 9 months of AIT training and that both of her preceptors would need to submit letters to the Board at the end of the 9 month AIT period evaluating Ms. Larose's training. Ms. Larose confirmed with Ms. Urbaniak that she understood that her training would continue for a total of 9 months. Ms. Wimbush made a motion, seconded by Ms. Cotter, to mail a letter to Ms. Larose and both of her preceptors notifying them that Ms. Larose has not completed her AIT program, and asking the preceptors for clarification on how the Board should interpret Ms. Larose's progress. The letters should ask the preceptors to indicate how much time they have spent with Ms. Larose, and advise them to complete the comment sections of the AIT form, showing a progression from quarter to quarter through her 9 month training period. The letter should reference section 5210(c) of the statute. The motion was unanimously approved.

NURSING HOME ADMINISTRATOR LICENSE RATIFICATION

Anna Marie Hoover

Michele E. Dennis

Ms. Cotter made a motion, seconded by Mr. Daisey, to approve the licensure ratification list as presented. The motion was unanimously approved.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

Division of LTC Residents Protection

Ethical Decision-Making in the Changing Culture of LTC, April 20, 2010 – Requesting 3.5 CE Hrs

DHCFA

Nursing Home Quality's 1-Day Basic QIS Course, February 23, 2010 – Requesting 6.5 CE Hours

MDS 3.0 Intensive, August 10, 2010 – Requesting 5.0 CE Hours

Fast Track to MDS 3.0 Excellence, August 11, 2010 – Requesting 6.0 CE Hours

Governor Bacon Health Center

Nutrition/Hydration, September 9, 2009 – Requesting 1.0 CE Hour

Clinical Depression in the Elderly, October 22, 2009 – Requesting 1.0 CE Hour

Gout, November 12, 2009 – Requesting 1.0 CE Hour

H1N1 Influenza Update, December 1, 2009 – Requesting 1.0 CE Hour

Tuberculosis & the T-Test, December 8, 2009 – Requesting 1.0 CE Hour

Finding a Way Home, January 26, 2010 – Requesting 1.0 CE Hour

How to Back Away from the Incredible Snatchers, April 14, 2010 – Requesting 5.0 CE Hours

Division of Long Term Care Residents Protection

Quality Indicator Survey – Will You Be Ready?, November 20, 2009 – Requesting 6.0 CE Hours

Ms. White reviewed continuing education applications from Division of LTC Residents Protection, DHCFA, and Governor Bacon Health Center. Mr. Daisey inquired about the content of the program titled *How To Back Away From the Incredible Snatchers*. Ms. Urbaniak provided the program documentation to Mr. Daisey for his review. Ms. White made a motion to approve all continuing education requests as presented. The motion was seconded by Mr. Ballas, and the vote was passed unanimously.

OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)

Adult Day Care – Request From DE State Senate Office

Ms. White read aloud for the Board the email from the DE State Senate office and Mr. Collins' emailed reply. After discussion with Ms. Davis-Oliva the Board agreed that the issue does not pertain to the NHA Board, but should be addressed by the Long Term Care and Quality Assurance Commissions.

PUBLIC COMMENT

There was no public comment.

SCHEDULED MEETING – The next meeting will be held on September 14, 2010 at 1:00 p.m. at 861 Silver Lake Boulevard, Cannon Building, Conference Room B, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. White made a motion, seconded by Ms. Wimbush to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 1:37 pm.

Respectfully submitted,



Michele Urbaniak
Administrative Specialist II